

UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA

Kristen Hall, ) Case No. **CV 23-10324-JFW(KESx)**  
Plaintiff, ) **STANDING ORDER**  
v. )  
Mythical Venture, Inc., )  
Defendants. )

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**READ THIS ORDER CAREFULLY. IT CONTROLS THE CASE AND DIFFERS  
IN SOME RESPECTS FROM THE LOCAL RULES.**

This action has been assigned to the calendar of Judge John F. Walter. Both the Court and counsel<sup>1</sup> bear responsibility for the progress of litigation in Federal Court. To secure the just, speedy, and inexpensive determination of every action, all counsel are ordered to familiarize themselves with the Federal Rules of Civil Procedure, the Local Rules of the Central District of California, the General Orders of the Central District and the Judge's Procedures and Schedules found on the website

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<sup>1</sup>Any reference in the Court's Standing Order (or any other court order) to "counsel" or "attorney" applies to parties appearing pro se unless the context requires otherwise.

1 for the United States District Court for the Central District  
2 of California (www.cacd.uscourts.gov).

3 **1. Service of the Complaint:**

4 The plaintiff shall promptly serve the Complaint in  
5 accordance with Fed.R.Civ.P. 4 and shall file the proof(s) of  
6 service pursuant to the Local Rules. **The plaintiff is hereby**  
7 **notified that failure to serve the Complaint as required by**  
8 **Fed.R.Civ.P. 4(m) will result in the dismissal of the**  
9 **Complaint against the unserved defendant(s).**

10 **2. Presence of Lead Counsel:**

11 Lead trial counsel shall attend all proceedings before this  
12 Court and all Local Rule 7-3, scheduling, status, and  
13 settlement conferences. Only ONE attorney for a party may be  
14 designated as lead trial counsel unless otherwise permitted  
15 by the Court.

16 **3. Electronic Filing and Courtesy Copies:**

17 (a) Within ten days of a party's initial appearance, lead  
18 trial counsel shall file a declaration entitled, "Declaration  
19 of Lead Trial Counsel" which shall: (1) notify the Court that  
20 counsel has registered as an "CM/ECF User;" (2) include lead  
21 counsel's "E-Mail Address of Record;" and (3) confirm that  
22 lead counsel has read the Court's Standing Order and the  
23 Local Rules.

24 (b) All documents that are required to be filed in an  
25 electronic format pursuant to the Local Rules shall be filed  
26 electronically no later than 4:00 p.m. on the date due unless  
27 otherwise ordered by the Court. Any documents filed  
28 electronically after 4:00 p.m. on the date due will be

1 considered late and may be stricken by the Court. All  
2 documents filed electronically shall be filed in accordance  
3 with the Local Rule 5-4. Each PDF file shall contain no more  
4 than one document or exhibit, see Local Rule 5-4.3.1, and  
5 each document or exhibit shall be meaningfully described on  
6 the docket such that the document or exhibit can be easily  
7 identified. For example, if a declaration in support of a  
8 motion appears as Docket No. 30, exhibit 1 to the declaration  
9 should be filed as Docket No. 30-1 with a description of the  
10 exhibit that includes the title of the exhibit and the  
11 exhibit number (e.g., Exhibit 1: Letter from John Doe to Jane  
12 Doe dated January 1, 2021). Exhibit 2 to the declaration  
13 should be filed as Docket No. 30-2 with a description of the  
14 exhibit which includes the title of the exhibit and exhibit  
15 number (Exhibit 2: Letter from Jane Doe to John Doe dated  
16 January 2, 2021), and so on. Any documents which counsel  
17 attempt to file electronically which are improperly filed  
18 will not be accepted by the Court.

19 (c) Counsel are ORDERED to deliver **2 copies** of all documents  
20 filed electronically in this action to Chambers. For each  
21 document filed electronically, one copy shall be marked  
22 "CHAMBERS COPY" and the other copy shall be marked "COURTESY  
23 COPY." The "CHAMBERS COPY" and "COURTESY COPY" are  
24 collectively referred to herein as "Courtesy Copies." The  
25 Courtesy Copies of each electronically filed document must  
26 include on each page the running header created by the ECF  
27 system. In addition, on the first page of each Courtesy  
28 Copy, in the space between lines 1 - 7 to the right of the

1 center, counsel shall include the date the document was  
2 e-filed and the document number. The Courtesy Copies shall be  
3 single-sided and shall not be blue-backed. All documents must  
4 be stapled only in the top left-hand corner, the electronic  
5 proof of service must be attached as the last page of each  
6 document, and the exhibits attached to any document must be  
7 tabbed. Counsel shall not staple the "COURTESY COPY" and  
8 "CHAMBERS COPY" together. The "COURTESY COPY" and "CHAMBERS  
9 COPY" of all documents must be three-hole punched at the left  
10 margin with oversized 13/32" hole size, not the standard  
11 9/32" hole size. If evidence attached to a document exceeds  
12 twenty-five pages, the Courtesy Copies of the evidence shall  
13 be placed in separately bound volumes and include a Table of  
14 Contents. If such evidence exceeds fifty pages, the Courtesy  
15 Copies of such evidence shall be placed in a slant D-ring  
16 binder with each item of evidence separated by a tab divider  
17 on the right side. All documents contained in the binder must  
18 be three hole punched with the oversized 13/32" hole size,  
19 not the standard 9/32" hole size. The binder shall include a  
20 Table of Contents and the spine of the binder shall be  
21 labeled with its contents.

22 The Courtesy Copies shall be delivered to Chambers no later  
23 than 10:00 a.m. on the next business day after the document  
24 was electronically filed.

25 (d) For any document that is not required to be filed  
26 electronically, counsel are ORDERED to deliver 1 conformed  
27 copy of the document, which shall be marked "COURTESY COPY,"  
28 to Chambers **at the time of filing**. For any document or

1 exhibit that is not required to be filed electronically,  
2 counsel shall retain a copy of that document or exhibit until  
3 all appeals have been exhausted.

4 (e) If the Court has granted an application to file  
5 documents under seal, the Court's Courtesy Copies shall  
6 include a complete version of the documents including any  
7 sealed documents. Each document that has been filed under  
8 seal shall include a notation identifying that the document  
9 has been filed under seal, and shall be highlighted to show  
10 the portion of the document that has been redacted. For  
11 example, if the Court orders Ex. A to a Declaration filed  
12 under seal, the Court's Courtesy Copies of the Declaration  
13 should include Ex. A as an attachment with a notation that it  
14 has been filed under seal pursuant to the Court's order and  
15 any redactions shall be highlighted.

16 (f) In the unlikely event counsel finds it necessary to  
17 file a Notice of Errata: (1) the Notice of Errata shall  
18 specifically identify each error by page and line number and  
19 set forth the correction; and (2) a corrected version of the  
20 document in its entirety shall be attached to the Notice of  
21 Errata.

22 (g) When a proposed order or other proposed document  
23 accompanies an electronic filing, the proposed order or other  
24 proposed document shall be in PDF format and included, as an  
25 attachment, with the main electronically filed document  
26 (e.g., stipulations, applications, motions). Proposed orders  
27 or other proposed documents (such as a proposed judgment)  
28 that are not lodged with a main document shall be

1 electronically lodged as an attachment to a Notice of  
2 Lodging; if the proposed document is being submitted in  
3 response to a court order, the filer shall link the Notice of  
4 Lodging to that court order.

5 After a document requiring a judge's signature has been  
6 lodged, a WordPerfect or Microsoft Word copy of the proposed  
7 document, along with a PDF copy of the electronically filed  
8 main document, MUST be emailed to the chambers email address,  
9 EITHER by using the "Proposed Orders" link within the CM/ECF  
10 System OR by sending a separate email with the subject line  
11 in the following format: Court's divisional office, year,  
12 case type, case number, document control number assigned to  
13 the main document at the time of filing, judge's initials,  
14 and filer (party) type and name (e.g., for Los Angeles:  
15 LA08CV00123-6-ABC-Defendant). **Do not submit the proposed**  
16 **order twice.** Failure to comply with this requirement may  
17 result in the denial or striking of the request or the Court  
18 may withhold ruling on the request until the Court receives  
19 the required documents.

20 **4. Discovery:**

21 (a) All discovery matters have been referred to a United  
22 States Magistrate Judge. (The Magistrate Judge's initials  
23 follow the Judge's initials next to the case number.) All  
24 discovery documents must include the words "DISCOVERY MATTER"  
25 in the caption to ensure proper routing. Counsel are  
26 directed to contact the Magistrate Judge's Courtroom Deputy  
27 to schedule matters for hearing.

28

1 All decisions of the Magistrate Judge shall be final,  
2 subject to modification by the District Court only where it  
3 is shown that the Magistrate Judge's Order is clearly  
4 erroneous or contrary to law. Any party may file and serve a  
5 motion for review and reconsideration before this Court. The  
6 moving party must file and serve the motion within fourteen  
7 calendar days of service of a written ruling or within  
8 fourteen calendar days of an oral ruling that the Magistrate  
9 Judge states will not be followed by a written ruling. The  
10 motion must specify which portions of the ruling are clearly  
11 erroneous or contrary to law and support the contention with  
12 a memorandum of points and authorities. Counsel shall  
13 deliver a courtesy copy of the moving papers and responses to  
14 the Magistrate Judge.

15 (b) Counsel shall begin to actively conduct discovery before  
16 the Fed.R.Civ.P. 26(f) conference because at the Scheduling  
17 Conference the Court will impose tight deadlines to complete  
18 discovery. If the action is a putative class action, the  
19 parties shall begin to conduct discovery immediately, so that  
20 the Motion for Class Certification can be timely filed.

21 **5. Motions:**

22 **(a) Time for Filing and Hearing Motions:**

23 Motions shall be filed in accordance with the Local Rules.  
24 This Court hears motions on **Mondays commencing at 1:30 p.m.**  
25 Once a party has noticed a motion for hearing on a particular  
26 date, the hearing shall not be continued without leave of  
27 Court. No supplemental briefs shall be filed without leave  
28 of Court. Courtesy Copies shall be provided to the Court in

1 accordance with paragraph 3 of this Order. No motion shall  
2 be noticed for hearing for more than 35 calendar days after  
3 service of the motion unless otherwise ordered by the Court.  
4 Documents not filed in compliance with the Court's  
5 requirements will be stricken and will not be considered by  
6 the Court.

7 **(b) Local Rule 7-3:**

8 Among other things, Local Rule 7-3 requires counsel to  
9 engage in a pre-filing conference to discuss thoroughly the  
10 substance of the contemplated motion and any potential  
11 resolution. Counsel should discuss the issues with  
12 sufficient detail so that if a motion is still necessary, the  
13 briefing may be directed to those substantive issues  
14 requiring resolution by the Court.

15 Many motions to dismiss or to strike could be avoided if the  
16 parties confer in good faith especially for perceived defects  
17 in a Complaint, Answer, or Counterclaim which could be  
18 corrected by amendment. *See, e.g., Eminence Capital, LLC v.*  
19 *Aspeon, Inc.*, 316 F.3d 1048, 1052 (9th Cir. 2003) (where a  
20 motion to dismiss is granted, a district court should provide  
21 leave to amend unless it is clear that the Complaint could  
22 not be saved by any amendment). The Ninth Circuit requires  
23 that this policy favoring amendment be applied with "extreme  
24 liberality." *Morongo Band of Mission Indians v. Rose*, 893  
25 F.2d 1074, 1079 (9th Cir. 1990).

26 These principles require counsel for the plaintiff to  
27 carefully evaluate the defendant's contentions as to the  
28 deficiencies in the Complaint, and in most instances, the



1 moving party should agree to any amendment that would cure a  
2 curable defect. Counsel should, at the very least, resolve  
3 minor procedural or other non-substantive matters during the  
4 conference.

5 All 7-3 conferences shall be conducted **in person** by lead  
6 counsel. If lead counsel are not located in the same county  
7 in the Central District of California, the conference may  
8 take place via video (letters and e-mail do not constitute a  
9 proper 7-3 conference). The pro se status of one or more  
10 parties does not excuse compliance with Local Rule 7-3.

11 Notwithstanding the exemption for preliminary injunction  
12 motions in Local Rule 7-3, counsel contemplating filing a  
13 preliminary injunction motion shall comply with Local Rule 7-  
14 3 and meet and confer **in person** at least five days prior to  
15 the filing of such a motion.

16 Not more than three days after the 7-3 conference for any  
17 contemplated motion, counsel shall file a joint statement  
18 indicating the date of, duration of, and method of  
19 communication used during the conference and the participants  
20 in the conference. In addition, the joint statement shall  
21 detail the issues discussed and resolved during the  
22 conference and the issues remaining. Failure to strictly  
23 comply with the Court's requirements or Local Rule 7-3 will  
24 result in the striking and/or the denial of the motion.

25 **(c) Length and Format of Motion Papers:**

26 **Memoranda of Points and Authorities in support of or in**  
27 **opposition to motions shall not exceed 25 pages. Replies**  
28 **shall not exceed 12 pages.** Only in rare instances and for

1 good cause shown will the Court grant an application to  
2 extend these page limitations. Courtesy Copies of all  
3 evidence in support of or in opposition to a motion,  
4 including declarations and exhibits to declarations, shall be  
5 separated by a tab divider on the bottom of the page. If  
6 evidence in support of or in opposition to a motion exceeds  
7 twenty-five pages, the Courtesy Copies of the evidence shall  
8 be placed in separately bound volumes and include a Table of  
9 Contents. If such evidence exceeds fifty pages, the Courtesy  
10 Copies of such evidence shall be placed in a slant D-ring  
11 binder with each item of evidence separated by a tab divider  
12 on the right side. All documents contained in the binder  
13 must be three hole punched with the oversized 13/32" hole  
14 size, not the standard 9/32" hole size. The binder shall  
15 include a Table of Contents and the spine of the binder shall  
16 be labeled with its contents.

17 **Typeface shall comply with the Local Rules. NOTE: If Times**  
18 **Roman is used, the font size must be no less than 14; if**  
19 **Courier is used, the font size must be no less than 12.**

20 Footnotes shall be in the same typeface and font size as the  
21 text and shall be used sparingly.

22 Documents which do not conform to the Local Rules and this  
23 Order will not be considered.

24 **(d) Citations to Case Law:**

25 Citations to case law **must** identify not only the case being  
26 cited, but the specific page referenced. In the event it is  
27 necessary to cite to Westlaw or Lexis, the Court prefers that  
28

1 counsel cite to Westlaw. Hyperlinks to case citations must  
2 be included.

3 **(e) Citations to Other Sources:**

4 Statutory references should identify, with specificity,  
5 which sections and subsections are being referenced (e.g.,  
6 Jurisdiction over this claim for relief may appropriately be  
7 found in 47 U.S.C. § 33, which grants the district courts  
8 jurisdiction over all offenses of the Submarine Cable Act,  
9 whether the infraction occurred within the territorial waters  
10 of the United States or on board a vessel of the United  
11 States outside said waters). Statutory references which do  
12 not specifically indicate the appropriate section and  
13 subsection (e.g., Plaintiffs allege conduct in violation of  
14 the Federal Electronic Communication Privacy Act, 18 U.S.C. §  
15 2511, *et seq.*) are to be **avoided**. Citations to treatises,  
16 manuals, and other materials should similarly include the  
17 volume and the section referenced.

18 **(f) Proposed Statement of Decision**

19 Not more than two days after the deadline for filing the  
20 Reply, each party shall lodge a Proposed Statement of  
21 Decision, which shall contain a statement of the relevant  
22 facts and applicable law with citations to case law and the  
23 record. The Proposed Statement of Decision shall not exceed  
24 fifteen pages and shall be in a form that would be  
25 appropriate for the Court to enter as its final order on the  
26 motion. The Proposed Statement of Decision shall be  
27 submitted to the Court in accordance with the Local Rules and  
28 shall be e-mailed in WordPerfect or Word format to the

1 Chambers' e-mail address (JFW\_Chambers@cacd.uscourts.gov) at  
2 the time of filing. Failure to lodge the Proposed Statement  
3 of Decision will result in the denial or granting of the  
4 motion.

5 **(g) Opposing Papers**

6 Within the deadline prescribed by the Local Rules, a party  
7 opposing a motion shall file: (1) an Opposition; or (2) a  
8 Notice of Non-Opposition. If a party files a Notice of  
9 Non-Opposition to a motion under Federal Rule of Civil  
10 Procedure 12(b), (e), or (f), that party shall state whether  
11 it intends to file an amended complaint in accordance with  
12 Federal Rule of Civil Procedure 15(a)(1).

13 **Failure to timely respond to any motion shall be deemed by**  
14 **the Court as consent to the granting of the motion. See**  
15 **Local Rules.**

16 **(h) Amended Pleadings**

17 Whenever a plaintiff files an amended pleading, a redlined  
18 version of the amended pleading shall be filed and delivered  
19 to Chambers indicating all additions and deletions to the  
20 prior version of that pleading.

21 In addition to the requirements of the Local Rules, all  
22 motions to amend the pleadings shall: (1) state the effect of  
23 the amendment; and (2) state the page, line number(s), and  
24 wording of any proposed change or addition of material.

25 In the event the Court grants a motion to dismiss without  
26 prejudice to filing an amended complaint, the plaintiff shall  
27 file an amended complaint within the time period specified by  
28 the Court. If no time period is specified by the Court, the

1 plaintiff shall file an amended complaint within fourteen  
2 calendar days of the date of the order granting the plaintiff  
3 leave to file an amended complaint. Failure to file an  
4 amended complaint within the time allotted will result in the  
5 dismissal of the action with prejudice.

6 **(i) Motions for Class Certification**

7 Motions for Class Certification shall be filed within 120  
8 days after service of a pleading purporting to commence a  
9 class action (or if applicable 120 days after service of the  
10 Notice of Removal), unless otherwise ordered by the Court.  
11 Failure to timely file a Motion for Class Certification will  
12 result in the striking of the class allegations from the  
13 operative pleading.

14 **6. Ex Parte Applications:**

15 Ex parte applications are solely for extraordinary relief.  
16 *See Mission Power Eng'g Co. v. Continental Cas. Co.*, 883 F.  
17 Supp. 488 (C.D. Cal. 1995). Applications that fail to  
18 conform with the Local Rules, including a statement of  
19 opposing counsel's position, will not be considered. In  
20 addition to electronic service, the moving party shall  
21 immediately serve the opposing party by fax or hand service  
22 and shall notify the opposing party that any opposition must  
23 be filed not later than twenty-four hours after the filing of  
24 the ex parte application. If counsel does not intend to  
25 oppose the ex parte application, counsel shall immediately  
26 inform the Courtroom Deputy by e-mail and immediately file a  
27 Notice of Non-Opposition. The Court considers ex parte  
28 applications on the papers and usually does not set the

1 matters for hearing. Courtesy Copies of all moving,  
2 opposition, or non-opposition papers shall be provided to the  
3 Court in accordance with paragraph 3 of this Order. The  
4 Courtroom Deputy will notify counsel of the Court's ruling or  
5 a hearing date and time, if the Court determines a hearing is  
6 necessary.

7 **7. Applications or Stipulations to Extend the Time to File**  
8 **any Required Document or to Continue Any Date:**

9 No application or stipulation to extend the time to file any  
10 required document or to continue any date is effective unless  
11 and until the Court approves it. Any application or  
12 stipulation to extend the time to file any required document  
13 or to continue any date must set forth the following:

- 14 (a) the existing due date or hearing date, as well as all  
15 dates set by the Court, including the discovery cut-off date,  
16 the Pre-Trial Conference date, and the Trial date;  
17 (b) the new dates proposed by the parties;  
18 (c) specific, concrete reasons supporting good cause for  
19 granting the extension; and  
20 (d) whether there have been prior requests for extensions by  
21 any party, and whether those requests were granted or denied  
22 by the Court.

23 The application or stipulation must be accompanied by a  
24 separate proposed order. The proposed order shall include  
25 the existing due date(s) or hearing date(s) as well as the  
26 new proposed date(s).

27 Failure to comply with the provisions of this section may  
28 result in the denial of the application or stipulation.

1 **8. Temporary Restraining Orders and Injunctions:**

2 **(a) Documentation Required:**

3 Parties seeking emergency or provisional relief shall comply  
4 with Fed.R.Civ.P.65 and the Local Rules. An ex parte  
5 application for a temporary restraining order must be  
6 accompanied by: (1) a copy of the complaint; (2) a separate  
7 memorandum of points and authorities in support of the  
8 application; (3) the proposed temporary restraining order and  
9 a proposed order to show cause why a preliminary injunction  
10 should not issue; and (4) such other documents in support of  
11 the application which the party wishes the Court to consider.  
12 Courtesy Copies of these documents shall be immediately  
13 delivered to Chambers.

14 **(b) Notice of Ex Parte Applications:**

15 Unless relieved by order of the Court for good cause shown,  
16 on or before the day counsel files an ex parte application  
17 for a temporary restraining order, counsel must personally  
18 serve notice and all documents in support of the ex parte  
19 application and a copy of the Court's Standing Order on  
20 opposing counsel or party. Counsel shall also notify the  
21 opposing party that any opposition must be filed no later  
22 than twenty-four hours after the service of the ex parte  
23 application. Counsel shall immediately file a Proof of  
24 Service.

25 If counsel does not intend to oppose the ex parte  
26 application, counsel shall immediately inform the Courtroom  
27 Deputy by e-mail and immediately file a Notice of Non-  
28 Opposition. The Court considers ex parte applications on the

1 papers and usually does not set the matter for hearing.  
2 Courtesy Copies of all moving, opposition, or non-opposition  
3 papers shall be provided to the Court in accordance with  
4 paragraph 3 of this Order. The Courtroom Deputy will notify  
5 counsel of the Court's ruling or a hearing date and time, if  
6 the Court determines a hearing is necessary.

7 **9. Proposed Protective Orders and Filings Under Seal:**

8 Protective orders pertaining to discovery must be submitted  
9 to the assigned Magistrate Judge. Proposed protective orders  
10 should not purport to allow, without further order of Court,  
11 the filing under seal of pleadings or documents filed in  
12 connection with a hearing or trial before the Court. The  
13 existence of a protective order does not alone justify the  
14 filing of pleadings or other documents under seal, in whole  
15 or in part.

16 An application to file documents under seal must meet the  
17 requirements of the Local Rules and shall be limited to three  
18 documents by a party, unless otherwise ordered by the Court.  
19 The application to file documents under seal should not be  
20 filed under seal. There is a strong presumption of the  
21 public's right of access to judicial proceedings and records  
22 in civil cases. In order to overcome the presumption in  
23 favor of access, the movant must demonstrate compelling  
24 reasons (as opposed to good cause) for the sealing if the  
25 sealing is requested in connection with a dispositive motion  
26 or trial, and the relief sought shall be narrowly tailored to  
27 serve the specific interest sought to be protected. *Pintos*

28



1 *v. Pacific Creditors Ass'n*, 605 F.3d 665 (9th Cir. 2010),  
2 *Kamakana v. City and County of Honolulu*, 447 F.3d 1172 (9th  
3 Cir. 2006), *Foltz v. State Farm Mut. Auto. Ins. Co.*, 331 F.3d  
4 1122, 1135 (9th Cir. 2003).

5 For each document or other type of information sought to be  
6 filed under seal, the party seeking protection must  
7 articulate compelling reasons supported by specific facts or  
8 legal justification that the document or type of information  
9 should be protected. The facts supporting the application to  
10 file documents under seal must be provided by a declaration.  
11 The declaration shall attach an unredacted copy of each  
12 document to be filed under seal. The parties are ordered to  
13 highlight the portion of the document containing counsel's  
14 proposed redactions. Documents that are not confidential or  
15 privileged in their entirety will not be filed under seal if  
16 the confidential portions can be redacted and filed  
17 separately. The declarations in support of the application  
18 to file documents under seal shall include an explanation of  
19 why redaction is not feasible.

20 If the parties anticipate requesting the Court to file more  
21 than three documents under seal in connection with any  
22 motion, they shall identify all such documents that will be  
23 required to support and oppose the motion during the Local  
24 Rule 7-3 conference. The parties shall then meet and confer  
25 in order to determine if the documents satisfy the  
26 "compelling need" standard for "sealing" each document.  
27 Thereafter, the parties shall file a joint application and  
28 lodge a proposed order to file under seal all such documents

1 with the required showing as to each document. The joint  
2 application shall be filed promptly so that the Court may  
3 rule on the application before the filing date for the  
4 motion. The parties shall not file any pleadings containing  
5 documents they have requested the Court to file under seal  
6 until the Court acts on the application to file under seal.

7 If a party wishes to file a document that has been  
8 designated confidential by another party, the submitting  
9 party must give any designating party five calendar days  
10 notice of intent to file. If the designating party objects,  
11 it should notify the submitting party and file an application  
12 to file documents under seal within two court days.

13 If an application to file documents under seal is denied in  
14 part or in full, the lodged documents will not be filed. The  
15 Courtroom Deputy will notify the submitting party, and hold  
16 the lodged documents for three court days to allow the  
17 submitting party to retrieve the documents. If the documents  
18 are not retrieved, the Courtroom Deputy will dispose of the  
19 documents.

20 If the Court grants an application to file documents under  
21 seal, the parties shall file within two days of the Court's  
22 Order a complete version of the documents under seal and a  
23 redacted version for public viewing (omitting only such  
24 portions as the Court has ordered to be filed under seal).  
25 The Court's Courtesy Copies of all documents filed under seal  
26 shall include a complete version of the documents with a  
27 notation identifying that the document has been filed under  
28 seal and shall be highlighted to show the portion of the

1 document that has been redacted. Should counsel fail to file  
2 the under seal version and redacted version of the documents,  
3 the Court will strike any motion that relies on or relates to  
4 those documents and/or file those documents in the public  
5 record.

6 **10. Cases Removed From State Court:**

7 All documents filed in state court, including documents  
8 attached to the Complaint, Answer(s), and Motion(s), must be  
9 re-filed in this Court as a separate supplement to the Notice  
10 of Removal. The Courtesy Copies of the supplement must be in  
11 a separately bound volume and shall include a Table of  
12 Contents. If the defendant has not yet answered or moved,  
13 the Answer or responsive pleading filed in this Court must  
14 comply with the Federal Rules of Civil Procedure and the  
15 Local Rules of the Central District. If before the case was  
16 removed a motion was pending in state court, it must be re-  
17 noticed in accordance with the Local Rules.

18 **11. Actions Transferred From Another District**

19 Counsel shall file, within ten days of transfer, a Joint  
20 Report summarizing the status of the action which shall  
21 include a description of all motions filed in the action and  
22 the transferor court's ruling on the motions. In addition,  
23 counsel shall deliver (but not file) one courtesy copy to  
24 Chambers of each document on the docket of the transferor  
25 court. On the first page of each courtesy copy, in the space  
26 between lines 1 - 7, to the right of the center, counsel  
27 shall include the date the document was filed and the  
28 document number. The courtesy copies shall be placed in a

1 slant D-ring binder in chronological order with each document  
2 separated by a tab divider on the right side. All documents  
3 contained in the binder must be three hole punched with the  
4 oversized 13/32" hole size, not the standard 9/32" hole size.  
5 The binder shall include a Table of Contents and the spine of  
6 each binder shall be labeled with its contents. The courtesy  
7 copies shall be delivered to Chambers within ten days of the  
8 transfer.

9 **12. Status of Fictitiously Named Defendants:**

10 This Court adheres to the following procedures when a matter  
11 is removed to this Court on diversity grounds with  
12 fictitiously named defendants referred to in the Complaint:

13 (a) Plaintiff shall ascertain the identity of and serve any  
14 fictitiously named defendants within 90 days of the date that  
15 the Complaint was filed in State Court.

16 (b) If plaintiff believes (by reason of the necessity for  
17 discovery or otherwise) that fictitiously named defendants  
18 cannot be fully identified within the 90-day period, an ex  
19 parte application requesting permission to extend the period  
20 to effectuate service may be filed with the Court. Such  
21 application shall state the reasons therefore, and will be  
22 granted only upon a showing of good cause. The ex parte  
23 application shall be served upon all appearing parties, and  
24 shall state that appearing parties may respond within seven  
25 calendar days of the filing of the ex parte application.

26 (c) If plaintiff desires to substitute a named defendant for  
27 one of the fictitiously named defendants, plaintiff shall  
28 first seek the consent of counsel for all defendants (and

1 counsel for the fictitiously named party, if that party has  
2 separate counsel). If consent is withheld or denied,  
3 plaintiff shall file an ex parte application requesting such  
4 amendment, with notice to all appearing parties. Each party  
5 shall have seven calendar days to respond. The ex parte  
6 application and any response should comment not only on the  
7 substitution of the named party for a fictitiously named  
8 defendant, but on the question of whether the matter should  
9 thereafter be remanded to the Superior Court if diversity of  
10 citizenship is destroyed by the addition of the new  
11 substituted party.

12 **13. Bankruptcy Appeals:**

13 Counsel shall comply with the Notice Regarding Appeal From  
14 Bankruptcy Court issued at the time the appeal is filed in  
15 the District Court. Counsel are ordered to notify the  
16 Court in a joint report if the Certificate of Readiness has  
17 not been prepared by the Clerk of the Bankruptcy Court and  
18 submitted to the Clerk of the District Court within 90 days  
19 of the date of this Order.

20 The matter is considered submitted upon the filing of the  
21 final brief. No oral argument is held unless ordered by the  
22 Court.

23 **14. Communications with Chambers:**

24 Counsel shall not attempt to contact the Court or its  
25 Chambers staff by telephone or by any other ex parte means,  
26 although counsel may contact the Courtroom Deputy at  
27 shannon\_reilly@cacd.uscourts.gov with appropriate inquiries  
28 after reviewing the Federal Rules of Civil Procedure, the

1 Local Rules, and this Court's Orders. To facilitate  
2 communication with the Courtroom Deputy, counsel should list  
3 their facsimile transmission numbers and e-mail addresses  
4 along with their telephone numbers on all papers.

5 **15. Notice of This Order:**

6 Counsel for plaintiff shall immediately serve this Order on  
7 all parties, including any new parties to the action. If  
8 this case came to the Court by noticed removal, defendant  
9 shall serve this Order on all other parties.

10 **Caveat: If counsel fail to cooperate in the preparation of**  
11 **the required Joint Rule 26 Report or fail to file the**  
12 **required Joint Rule 26 Report, or if counsel fail to appear**  
13 **at the Scheduling Conference, the Pre-Trial Conference and/or**  
14 **any other proceeding scheduled by the Court, and such failure**  
15 **is not otherwise satisfactorily explained to the Court: (a)**  
16 **the cause shall stand dismissed for failure to prosecute, if**  
17 **such failure occurs on the part of the plaintiff; (b) default**  
18 **judgment shall be entered if such failure occurs on the part**  
19 **of the defendant; or (c) the Court may take such action as it**  
20 **deems appropriate.**

21  
22 IT IS SO ORDERED.

23  
24 DATED: December 14, 2023

  
JOHN F. WALTER  
UNITED STATES DISTRICT JUDGE